



## Northminster Learning Center

Thursday, July 14, 2011

Dear Families,

It's that time of year again ---- time to complete registration for the after school program! Following a very busy summer at Northminster we are preparing to get ready for our after school students. We are very excited to provide a great after school program for our children and families.

### Enrollment Information

To complete enrollment, go to *northminster.us* and choose the "learning center" link on the left. From that point you may download the enrollment forms and after school program handbook. You may also stop by the learning center office and pick up copies if you would like.

Forms to Return:

1. \_\_\_ Enrollment Form
2. \_\_\_ Handbook Agreement
3. \_\_\_ Guidance Policy
4. \_\_\_ Transportation Consent
5. \_\_\_ Return signed **copy DCFS Verification of Receipt**
6. \_\_\_ Children new to the program will need to include a copy of your child's last physical with immunization records. You are welcome to have your doctor's office fax it to Northminster Learning Center.
7. \_\_\_ Tuition for your child's first week at Northminster.

**Your afterschool enrollment is due to Stacy Berg/Northminster office by Monday, August 1st.** When you return your enrollment packet, you should include a check for your family's first week of tuition. Please calculate the tuition your family will owe for the first week of attendance. We will provide care for our after school children on Wednesday, August 17<sup>th</sup> following the half day of school and lunch will be provided.

### Calendar

The first week of the after school program is a "menu" week in which you can choose your days of attendance. Please mark on your enrollment form the days you will plan for your child to attend that week.

First Week of School beginning Wednesday, August 17<sup>th</sup>: \$15.00 per day of attendance  
Wednesday, August 17<sup>th</sup> (1/2 day camp from 11:30 a.m.)

Thursday, August 18<sup>th</sup> Regular After Care (3:00-5:30 pm)

Friday, August 19<sup>th</sup> Regular After Care (3:00-5:30 pm)

Regular Schedule beginning the week of August 22nd: 3:00-5:30 p.m.

After School Care: \$75.00 for full-time students

(please note new rate to cover early release on Wednesdays)

\$15.00 per day for part-time students

## **Program Updates**

During the 2011-12 school year, Dunlap District #323 will be implementing an early release on Wednesday afternoons to make time for professional learning communities. Please be assured that Northminster will be ready to accommodate this schedule though a slight tuition increase is necessary to cover extra staff time.

As you review the handbook please note changes in holiday camp registration and re-enrollment for children who are absent from the program for more than two weeks.

If you have any questions, please call me at the church. We are looking forward to a great year!!

Sincerely,

Stacy L. Berg

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Stacy L. Berg, Director  
Northminster Learning Center  
10720 N. Knoxville Avenue  
Peoria, IL 61615  
309-691-6322 Phone  
309-691-6031 Fax  
[stacyb@northminster.us](mailto:stacyb@northminster.us)



Northminster Learning Center

# Northminster Learning Center Enrollment Form

Please print clearly.

Date \_\_\_\_\_

Program of Enrollment:

\_\_\_\_ Curiosity Corner     \_\_\_\_ Discovery Preschool     \_\_\_\_ Full Day Discovery Preschool

\_\_\_\_ Kindergarten     \_\_\_\_ After School Program

Child's Name \_\_\_\_\_  
Last                                      First                                      Middle

Nickname (if any) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Child lives with \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

Legal Guardian (if other than parent) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

**AUTHORIZED PEOPLE THAT MAY PICK UP CHILD**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Is there anyone who is specifically NOT authorized to remove your child from our care?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_**

**Medical Information**

Child's Physician \_\_\_\_\_ Phone # \_\_\_\_\_

Primary Insurance & Policy # \_\_\_\_\_

Preferred Hospital if any \_\_\_\_\_

Does your child have any special medical needs/concerns? No \_\_\_\_\_ Yes \_\_\_\_\_

Is your child on any medications? No \_\_\_\_\_ Yes \_\_\_\_\_

Does your child have any food allergies or diet restrictions? No \_\_\_\_\_ Yes \_\_\_\_\_

Comments \_\_\_\_\_

**Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_**

**EMERGENCY CONTACT, when parent cannot be reached:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_**

# Consent Form

Child's Name \_\_\_\_\_  
Last First Middle

## Emergency Medical Care

In case of emergency medical or first aid care, treatment of illness or accident, I hereby consent Northminster Learning Center to provide emergency medical care, through a hospital, clinic, and physician or by Northminster Learning Center staff.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
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## Permission for Trips and Excursions

I hereby give consent to Northminster Learning Center for my child to participate in special excursions to places of interest, with the understanding that such trips are under supervision of authorized personnel of the program, and that all possible precautions will be taken to insure the health and safety of my child. In the event there is a field trip off the premises, you will have prior notice.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
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## Photographs

Northminster Learning Center has my permission to use my child's likeness in photographs, film, video, and the internet for publicity purposes, advertising or for display in the church. I understand that my child's likeness or work **will not** be labeled with his/her full name.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
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## Internet

I hereby give consent to Northminster Learning Center to place my child's art work/projects on the Northminster web site. I understand the child's first name & age may be included.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_  
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## Payment of Fees

All fees are due at the beginning of each week (After School/Summer) or 1<sup>st</sup> school day of the month (Curiosity Corner/Discovery Preschool/Kindergarten). Late fees will be assessed after the 10<sup>th</sup> day of the month. In the event you fail to pay all charges due within 60 days of our written notice and we must enforce our rights to collect unpaid fees, you must pay all charges, including collection agency fees, attorney fees, court costs, court reporter's fees for depositions and at trial, and others expenses we incur in enforcing our rights. During school year programming, you are responsible for tuition fees even when you choose not to send your child (ex. family vacation, illness etc).

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

## 2011-12 Program Selection Sheet

*Curiosity Corner* (\$140.00 per month)

Please Mark: \_\_\_\_\_ Monday/Tuesday Session \_\_\_\_\_ Wednesday/Thursday Session

*Discovery Preschool* Please Mark: \_\_\_\_\_ AM Session \_\_\_\_\_ PM Session

Age on Sept. 1, 2011: \_\_\_\_\_ 3-year old preschool student \_\_\_\_\_ 4-year old preschool student

Days of Attendance:

\_\_\_\_\_ 4 day program Monday-Thursday (\$160 per month)

\_\_\_\_\_ 5 day program Monday –Friday (\$185 per month)

*Full Day Preschool* Please mark all that apply.

\_\_\_\_\_ Regular School schedule 8:00-3:00 (\$415 per month)

\_\_\_\_\_ Before School Care 7:30 a.m. (additional \$25 per month)

\_\_\_\_\_ After School Care 3:00 p.m. (additional \$150 per month)

*Kindergarten* Please mark all that apply.

\_\_\_\_\_ Regular School schedule 8:00-3:00 (\$415 per month)

\_\_\_\_\_ Before School Care 7:30 a.m. \_\_\_\_\_ After School Care 3:00 p.m. (additional \$125 per month)

*After School Program*

\_\_\_\_\_ Full-time (\$75 per week) \_\_\_\_\_ Part-time (\$15 per day) Days of Attendance: M T W TH F

\_\_\_\_\_ Other (Please describe) \_\_\_\_\_

Child's School: \_\_\_\_\_ Banner \_\_\_\_\_ Ridgeview \_\_\_\_\_ Wilder- Waite

Grade: \_\_\_\_\_ K \_\_\_\_\_ 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th

**First Week of School Plan: Please mark the days your child will attend/begin.**

Please mark all that apply. \$15.00 per day

\_\_\_\_\_ Wed. Aug. 17 (1/2 day camp from 11:30 am)

\_\_\_\_\_ Thurs. Aug. 18 Regular After Care (3:00-5:30 pm)

\_\_\_\_\_ Fri. Aug. 19 Regular After Care (3:00-5:30 pm)

\_\_\_\_\_ Mon. Aug. 22 Regular After Care (3:00-5:30 pm)

Special Start Date \_\_\_\_\_

Comments:



Northminster Learning Center

## Guidance Policy

Please read the following policy regarding guidance and discipline. If you agree to the policy, please date and sign the bottom of the form. This form must be included in your child's enrollment forms.

### Guidance Procedures

Northminster Learning Center's philosophy in addition to the laws of the state of Illinois prohibits physical punishment. We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths.
- Encourages adults to form positive, authentic relationships with children.
- Makes a commitment to supporting child's play.
- Offers plenty of opportunity for children to make meaningful choices.
- Uses re-direction as a guidance technique.
- At times, ignores inappropriate behavior.
- Has a consistent, yet flexible daily schedule.
- Provides for both active and quiet times.
- Uses positive key phrases to guide children's behavior.
- Offers respectful reminders.
- Acknowledges each child's developmental stage.
- Adopts a problem solving approach to conflict.
- Has age appropriate expectations.
- Allows expression of feelings and emotions.

Due to the fact that these children are very young, we have chosen a few simple rules.

1. Follow safety rules.
2. Listen to your teachers.
3. Help others.

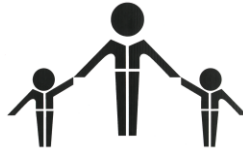
If a child needs to sit for a short period of time and think about his or her actions and choices, teachers will use time out methods. Teachers and parents should feel free to communicate with each other regarding behavior issues. If a child exhibits a behavior that could endanger him/her or other children in the program, the child may be discharged from the program.

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center is not the best educational placement for the student. In order to best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. Negative or unhealthy behaviors such as spitting or any behaviors which endanger the child (such as leaving the building) will not be accepted. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. When three incidents of the behaviors listed above are documented, the student will face dismissal from the program. Significant developmental delays include children who function at a much lower level than a typically-developing child and exhibit the following challenges at a severe level: verbal and written communication, toilet training, attention span, and the ability to interact with other children.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_



*Northminster Learning Center*

Agreement to Abide by the After School Handbook

I have received, read, and understand the 2011-2012 program handbook for the after school program at Northminster Learning Center and agree to abide by the policies and procedures. I agree to follow the policies regarding payment, absence, and illness. I am aware of the birth certificate requirement.

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Date \_\_\_\_\_



*Northminster Learning Center*

## **2011-12 Transportation from School Consent Form**

My child, \_\_\_\_\_, age \_\_\_\_\_ will be riding the bus from \_\_\_\_\_ Grade School when school is over. The school has been informed of this arrangement. I have been informed that Northminster Learning Center's responsibility does not begin until my child is on the church premises. If there is a change in this plan, I will inform a staff member of Northminster Learning Center.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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Northminster Learning Center  
10720 N. Knoxville Ave.  
Peoria, IL 61615  
Phone: (309) 691-6322  
Fax: (309) 691-6031  
E-mail: [stacyb@northminster.us](mailto:stacyb@northminster.us)

Illinois Department of Children and Family Services

**VERIFICATION OF RECEIPT**

I/WE, \_\_\_\_\_  
Please Print Name(s)

hereby certify that I/we have parent(s) of:

\_\_\_\_\_  
Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services in the Northminster Learning Center enrollment packet.

Signature of Parent (s) \_\_\_\_\_

Date \_\_\_\_\_

**THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.**  
CFS 581